Job Description
Clubhouse Director

Accountability: Principal

Professional or Support: Professional
12 month

Job Description Summary

The RCLS Clubhouse Director oversees the RCLS Clubhouse program in accordance with the policies of Rochester Central Lutheran School as determined by the Board of Directors.

Qualifications

- Has a minimum of a high school education or equivalent. Specialized training, two years of study at an institution of higher education or an Associate's degree in child care, child development, early childhood education, elementary education or related field is preferred.
- Experience in a child care setting is preferred.
- Experience in a leadership role overseeing the staff of care givers, and scheduling staff is preferred.
- Ability to work cooperatively and effectively as a team member and leader by communicating and contributing information on a continuous basis.
- Maintain open, friendly, cooperative and Christ-centered relationships with students, families, fellow personnel and the entire RCLS school community.
- Demonstrate and model Christian behavior that is professional, ethical, responsible, and supports the mission and ministry of RCLS and the RCLS association churches.
- Experience in billing management preferred.
- Ability to lift and/or carry up to 20 pounds, as well as the ability to move around freely with children over different terrain.

Duties and Responsibilities

- The RCLS Clubhouse Director oversees the RCLS Clubhouse program, during the school year and over the summer.
- Updates handbook and policies in accordance with RCLS standards as necessary.
- Prepares information sheets, brochures, and flyers for parents in conjunction with the Enrollment Director.
- Oversees, plans, and coordinates the activities of the Clubhouse program as well as the summer child care program called Camp RCLS.
- Recruits, hires and trains staff to successfully fulfill their responsibilities in accordance with the Clubhouse Aide job description.
- Provides on-going staff development opportunities for Clubhouse staff.
- Organizes and schedules staff to ensure proper coverage for the program.
- Works together with the Human Resource Manager to ensure staff paperwork and time cards are correct and properly turned in.

- Oversees staff and regular check-ins with the school principal.
- Schedules and maintains details for summer field trips.
- Communicates on a regular basis with parents, and conferences with parents as needed.
- Oversees student behavior management and makes discipline decisions as needed in accordance with RCLS policy.
- Oversees billing for the Clubhouse program and works with the accountant if collections are needed.
- Maintains accurate attendance records of children participating in the Clubhouse program.
- Maintains, orders, and inventories Clubhouse equipment and supplies.
- Implements educational and ministry aspects for staff to be able to led the development and spiritual needs of their students to enhance the mission and ministry of RCLS.
- Has the ability lead child care staff in supporting appropriate social and emotional development of children within the Clubhouse program.

Compensation and Benefits

The RCLS Clubhouse Director is a full-time professional position. Benefits for a full-time professional position are granted. Please see the Employee Handbook for specifics.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.